



Washington State Criminal Justice Training Commission

First Level Supervision (4127-3)

December 5-9, 2011
Burien, WA

ADDITIONAL COURSE INFORMATION

Arrival:	Monday December 5, 2011 to WA State Criminal Justice Training Center, 19010 1 st Ave S, Burien, WA 98148. Class hours are 8 a.m. to 4:30 p.m.
	SUBSTITUTIONS ARE NOT ALLOWED , unless approved by Leadership Program Manager, Leanna Bidinger, lbidinger@cjtc.state.wa.us .
Cost:	Non-mandated personnel will be charged \$200.00. Please note: Agencies will be billed upon completion of the course.
Travel/Meals & Lodging:	Law Enforcement attendees and Corrections attendees working at least 40 miles from the training site are eligible to be registered as live-in participants.
Attire:	Business Casual attire is appropriate for classroom wear. <i>Please no jeans, t-shirts, shorts, sweatshirts, or tennis shoes.</i>
Telephone:	EMERGENCY ONLY: 206-835-7300
Note-Taking:	Note-taking items such as notebook paper, pens, and pencils, will <u>not</u> be made available at the training site, and are the responsibility of each attendee.
Pre Course work:	<ol style="list-style-type: none">1. Read “Coach?Mentor?Leader?Manager? “2. Read “Police Supervision in the 21st Century.”3. Read “Leading the Next Generation of Law Enforcement Through EI.”
Firearms:	Firearms will not be used in this course.
Attendance:	Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve <u>any</u> time out of class.
Cancellation Guidelines:	Notify the Registrar’s Office at registrar@cjtc.state.wa.us , no later than October 21, 2011 , to avoid late cancellation/no show fees. Your agency will be billed \$200.00, for those not in attendance. NO exceptions will be made.
Responsibility for Injuries:	Although instructors will at all times maintain a high degree of care for the safety of all persons attending, it must be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.